

|  |  |
| --- | --- |
| **Job Title:** | **Deputy Manager** |
| **Reporting To:** | Manager |
| **Location:** | The SWAN Youth Centre, Berkhamsted and local area.  |
| **Hours:** | F/T 37.5hrs hours p/w based around core centre hours Mon – Fri 10:45am – 6:16pm  |
| **Salary:** | £25,506 + paid for training and development  |
| **Do you like being around young people and helping them achieve their potential? Are you able to inspire, motivate and guide them to navigate challenges successfully. Do you want the opportunity for continued career development and supported personal growth? If so, there is a place on The Swan Youth Project team for YOU!** **ABOUT THE SWAN YOUTH PROJECT**The Swan Youth Project (SYP) Limited is a Berkhamsted based registered charity which provides a safe place for young people as they develop into responsible adults. To support them in this we provide a daily drop in facility with organised activities complemented by ‘extra-curricular’ ones such as visits, summer programmes, workshops, music gigs and so much more.The SYP situated on Berkhamsted High Street, offers to all 11-16+ years old of Berkhamsted and the surrounding area, a safe and secure recreational facility within which they can relax and socialise away from the stresses of school or home life. The SYP centre is well equipped with a DJ booth, pool table, table football, Internet room, chill-out room, Wii & Xbox, coffee bar and a fully equipped band practice room. A free snack and hot drink are offered to all members (which for some might be the first time they have eaten that day).**ABOUT YOU:**The ideal candidate will:* **Be Resilient** with a positive mindset and the ability to adapt to demanding and challenging situations
* **Have a Passion for working with young people** and a genuine interest in their personal development and well-being
* **Excellent pastoral skills** including active listening, empathy, and building rapport with our members
* **Have the ability to remain calm and composed** in high-pressure and sometimes challenging situations.
* **Be flexible** with the ability to juggle multiple tasks and adapt in an ever-changing environment
* **Be a team player** support the manager and staff team to deliver sessions. Ability to take on managerial duties in manager absence
* **You will be keen to grow** and will be actively supported by the Swan to undertake professional training and qualifications to enhance your role.

**ABOUT THE ROLE:**You will help plan, execute and engage in activities that enhance member development. Duties will include:* Plan, develop and oversee a variety of activities & projects (in the centre and external) in line with grant requirements and deliver forward planning to the team.
* Post sessions & activites – evaluate and measure the impact and effectiveness of each project using, making necessary adjustments and improvements. Record data and provide written summary for the purposes of grant providers and key stakeholders.
* Manage staff and volunteers, providing direction and support, ensuring they understand their roles and responsibilities within the centre
* Oversee and aid completion of centre checks within agreed timescales
* Actively support the manager in achieving SYP’s objectives through effective session delivery, forward planning, positive and preventative interventions to support the growth and needs of the young people in our town.
* Collaborate with a diverse team of staff, volunteers and external provides. Ensure the smooth coordination and implementation of program activities with opportunities to empower young people and provide a platform to express their ideas, talents and concerns.
* Build and maintain strong relationships with our members, their families and key stakeholders to enhance member wellbeing and development.
* Facilitate and explore opportunities to develop relationships with external organisations including local charities, non-profits, the town council, schools, SYP trustees as well as businesses and events in the local area.
* Handle challenging situations with professionalism and sensitivity, utilizing conflict resolution and problem-solving skills to address issues that may arise.
* Oversee and aid completion of centre checks within agreed timescales

**EXPERIENCE:****We are seeking candidates who possess a combination of relevant experience and skills:*** Leadership experience – candidates should have a track record of a supervisory or leadership role, preferably in a youth focused environment.
* Experience in youth development – working with young people and experience designing and implementing youth program programs, mentoring or coaching.
* Relationship building – previous experience cultivating and maintaining relationships with individuals and organisations.
* Through experience, the ability to demonstrate resilience in a wide variety of situations when working with young people.

**Additional Info** * We offer a range of training both in house and external to enable continued self-development to deliver high level provision to our members.
* The SWAN Youth Programme is an equal opportunities employer and welcomes applications from diverse members of the community.
* All candidates must undertake or have undertaken a DBS check and subscribe to the DBS update service
* The centre has a free car park and is close to public transport
* There is an opt in pension scheme available

**IF YOU ARE INTERESTED IN APPLYING FOR THE ABOVE VACENCY, PLEASE VISIT OUR WEBSITE** [**https://www.theswanyouthproject.co.uk/**](https://www.theswanyouthproject.co.uk/) **FOR MORE DETAILS ON THE WORK WE DO AND ALSO EMAIL YOUR CV TO** **manager@swanyouthproject.co.uk****THE CLOSING DATE FOR APPLICATIONS IS 30TH JUNE 2023.** |